

Texas Department of State Health Services
Vital Statistics Unit

2017 Five-Star Criteria for Local Registrars

To qualify for the exemplary award, your facility must have met ALL exemplary designation criteria. To qualify as a recognized winner, your facility must have met ALL minimum qualification criteria.

Self-Assessment Survey:

Submitted a completed local registrar self-assessment survey provided by the Vital Statistics Unit that was postmarked no later than **August 15, 2017** [HSC 191.022 (g)]. The survey is available at <http://www.dshs.texas.gov/vs/field/localsurvey.shtm>.

Local registration offices that received a score of moderate or low risk will be considered for an Exemplary Five-Star designation.

Timeliness:

Averaged no more than 12 days for all death registrations from the date of the event to filing in the state office from January 1, 2017 to September 30, 2017. Drop-to-paper records are only permitted in cases where the funeral home is out of state, the family acts as funeral director, or the death occurred by lethal injection.

Local registration offices averaging 10 days or less will be considered for an Exemplary Five-Star designation.

Birth Registration:

Registered 98% of birth records (if any) in the Record Acceptance Queue within **one business day** from January 1, 2017 to September 30, 2017.

Local Registrars who registered 100% of their birth records in the Record Acceptance Queue within one business day will be considered for an Exemplary Five-Star designation.

Remote Birth Access System:

Local registrars using the Remote Birth Access System must have an average search-to-print ratio of 60% or greater from January 1, 2017 to September 30, 2017. For example, if your office conducted 300 searches and printed 225 records, then the search-to-print ratio is 75% (225/300).

The remote birth access system should only be used to issue a certified copy. Each time you click "search" or view the next page of results, this counts as a separate search whether you print or not. Check your monthly ratio at <http://www.dshs.state.tx.us/vs/field/Search-to-Print-Ratios/>.

Local registration offices that have a search-to-print ratio of 75% or higher will be considered for an Exemplary Five-Star designation.

Training and Participation:

Attended the 2016 Annual Vital Statistics Conference or attended one of the 2017 Regional Vital Statistics Conferences scheduled in the summer.

Local registrars or their staff who attended both the 2016 Annual Conference and one of the 2017 Regional Conferences, or sent 2 or more staff members from the same facility to either one of these conferences will be considered for an Exemplary Five-Star designation.